



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

May 6, 2014

TO: Each Supervisor
FROM: *Robin Kay for*
Marvin J. Southard, D.S.W.
Director

SUBJECT: **DEPARTMENT OF MENTAL HEALTH RECRUITMENT REPORT FOR
THE NEWLY CREATED CENTRAL BUSINESS OFFICE
(ITEM 16, AGENDA OF MARCH 11, 2014)**

This report provides a recruitment update regarding the efforts to fill 52 positions allocated to the Department of Mental Health's (DMH's) newly created Central Business Office (CBO) approved by the Board on March 11, 2014, to facilitate new business operations associated with the Affordable Care Act (ACA) and the Integrated Behavioral Health information System (IBHIS). The Central Business Office consists of claims processing staffs for both contract and directly-operated DMH programs, as well as a Provider Services Office (PSO), which provides a user-access/help-desk section to assist providers in navigating through IBHIS; provider and practitioner maintenance units to ensure that a provider's treatment codes, payment rates, and discipline taxonomies for rendering providers are current; and a policy, education and benefits establishment division. The total positions allocated to DMH increased to 52 after the Chief Executive Office's review in which some positions were eliminated and replaced with additional positions; the net increase resulted in one additional position.

This report provides the status of the recruitment efforts for the last six weeks.

STAFF RECRUITMENT AND HIRING SUMMARY

Strategic Planning Bureau

One (1) Health Program Analyst III was hired in March 2014 to provide administrative and programmatic support to the formation of the new Strategic Planning Bureau in which the CBO is housed.

PSO

One (1) Information Systems Analyst II and one (1) Information Technology Aide were recently hired and began working with the Department in March and April respectively.

Each Supervisor
May 6, 2014
Page 2

Currently, two (2) Information Technology Aides have been filled and have tentative May start dates with the Department. Exams are being developed for the Information Technology Supervisor and the Information Technology Support Supervisor and are scheduled to be released in the next four to six weeks. The remaining positions are being contacted for interviews as the lists are being actively worked. A total of four PSO positions or close to one-third of the total PSO positions allocated have been filled.

CBO

Over the last six weeks, the CBO has hired five (5) billing supervisors to lead the claims processing units for both the contract and directly-operated programs, one (1) Administrative Service Manager I and one (1) Administrative Assistant III over quality assurance for the claims processing division. Currently, three (3) Patient Resource Workers (PRWs) were hired in April and May, one (1) additional PRW will begin work with the Department in mid-May, and one (1) is in the process of being hired. Three (3) Senior Typist Clerks (STCs) have been hired and one (1) is in the process of being hired. A total of 16 CBO positions have been hired and 14 have already started with the Department or have upcoming start dates; the remaining two positions are still in the hiring process. A total of roughly 43 percent of CBO positions have been hired or are in the process of being hired. Overall, between the PSO and CBO, a total of 40 percent of the positions have been filled.

The next report will be submitted in August 2014. If you have any questions regarding this material, please contact Chief Deputy Director, Robin Kay, Ph.D., at (213) 738-4108 or at rkay@dmh.lacounty.gov.

MJS:RK:LB:mb

Attachment

c: Chief Executive Office

LOS ANGELES COUNTY
DEPARTMENT OF MENTAL HEALTH
POSITION RECRUITMENT REPORT

ATTACHMENT I

5/5/14

Facility	Classification	No. Positions				Contacted for Interview	Comments
		Hired and Working	Hired but being Processed	Interviewed			
DEPARTMENT OF MENTAL HEALTH (as of 3/21/14)							
Central Business Office							
Strategic Planning	HP Analyst III	1				Start date 3/26/14	
		1	0	0	0		
Provider Services	Info Tech Supv					Developing Exam	
Provider Services	IT Tech Support Supv					Developing Exam	
Provider Services	Info Sys Analyst II	1				Start date 3/24/14	
Provider Services	Sr. Info Tech Aide	1				Start date 5/12/14	
Provider Services	Sr. Info Tech Aide	1				Start date 5/13/14	
Provider Services	Info Tech Aide	1				Start date 4/14/14	
Provider Services	Info Tech Aide			2	26	Working new list	
Provider Services	Info Tech Aide					Working new list	
Provider Services	Info Tech Aide					Working new list	
Provider Services	Info Tech Aide					Working new list	
Provider Services	Info Tech Aide					Working new list	
Provider Services	Adm Srv Mgr I			4	15	Requested next Band	
Provider Services	Spvg Pat Finc Wrkr I			3	7	Contacting candidates for interview	
Provider Services	Spvg Pat Finc Wrkr I	4	0	9	48	Contacting candidates for interview	
Claims Processing	Adm Srv Mgr III					Awaiting promulgation of list	
Claims Processing	Adm Srv Mgr I	1				Start date 5/16/14	
Claims Processing	Adm Asst III	1				Start date 4/17/14	
Claims Processing	Adm Asst III			5	10	Interviewing	
Claims Processing	Adm Srv Mgr I			7	33	Working new list	
Claims Processing	Adm Srv Mgr I					Working new list	
Claims Processing	Billing Supvr	1				Start date 4/24/14	
Claims Processing	Billing Supvr	1				Start date 4/10/14	
Claims Processing	Billing Supvr	1				Start date 4/10/14	
Claims Processing	Billing Supvr	1				Start date 4/10/14	
Claims Processing	Billing Supvr	1				Start date 4/15/14	

ATTACHMENT I

On March 11, 2014 the Board of Supervisors approved the Department of Mental Health to fill 52 positions during FY 2013-14, pursuant to County Code Section 6.06.020.